**VOLUNTEER WORK DESCRIPTION**

|  |  |  |
| --- | --- | --- |
| Name of Student: | |  |
| Placement | |  |
| Organization/group: | |  |
| Main Role of Organization: | |  |
| Who does the organization/group serve? | |  |
| Name of Supervisor: | |  |
| Tasks to be done by Volunteer: | |  |
|  |  | |
|  |  | |
|  |  | |
|  |  | |
|  |  | |
|  |  | |

|  |  |  |
| --- | --- | --- |
| Schedule of Volunteer Work: |  |  |
| Day(s) |  | Times |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

If the schedule is irregular, please explain how it works:

|  |
| --- |
|  |
|  |
|  |



**Appendix – Form 1**

**COMMUNITY VOLUNTEERING**

Application and Parent Permission Form

*Please complete the following information to apply for permission to participate in a school recognized community volunteering experience.*

|  |  |
| --- | --- |
| Name of Student: |  |
| Grade: |  |
| Volunteer Placement: |  |
| Supervisor: |  |
| Dates for Volunteering: |  |

|  |  |
| --- | --- |
| Student Signature: |  |
| Volunteer Coordinator Signature: |  |

I agree to allow my son/daughter to participate in the above volunteering experience.

|  |  |
| --- | --- |
| Parent/Guardian Signature: |  |
| Date: |  |



**Appendix – Form 2**

**VOLUNTEER ACTIVITY LOG**

|  |  |
| --- | --- |
| Name of Student: |  |
| Placement: |  |

|  |  |  |
| --- | --- | --- |
| Day/Date | Volunteer Hours | Tasks Performed |
|  |  | 1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  | 1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  | 1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  | 1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  | 1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  | 1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  | 1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |
| --- | --- |
| Total Hours: |  |
| Supervisor’s Signature: |  |
| Student’s Signature: |  |



**Appendix – Form 3**

**REFLECTING ON MY VOLUNTEER EXPERIENCE**

|  |  |
| --- | --- |
| How I contributed to the community with my volunteer work: | |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| The skills and personal qualities I used and developed through my volunteer experience: | |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| The most positive aspects of my volunteer experience: | |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| The least positive aspects of my volunteer experience: | |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| How my volunteer experience has helped with my career planning process: | |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| How my volunteer experience has helped with my employability skills: | |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| I have added these names (and reasons for adding) to my network list: | |
|  |  |
|  |  |
|  | Career Prep bw.jpg  **Appendix – Form 4** |

**VOLUNTEER SUPERVISOR REFERENCE**

|  |  |
| --- | --- |
| Name of Student: |  |
| Name of Supervisor: |  |
| Organization/Group: |  |

|  |  |
| --- | --- |
| Volunteer tasks performed by the student: | |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| Skills demonstrated by completion of these tasks: | |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| Personal qualities demonstrated by the student while performing volunteer tasks: | |
|  |  |
|  |  |
|  |  |
|  |  |

|  |
| --- |
| Additional Comments: |
|  |
|  |
|  |

|  |
| --- |
| Supervisor’s Signature |
|  |

*To the supervisor: Thank you for your part in assisting our students to develop volunteering, employability and personal skills.*

**Appendix – Form 5**